

2022 Canadian Conference on Medical Education (Calgary, Alberta)

AFMC – CAME – CFPC – MCC – RCPSC

Unlearning and Relearning: Reinvigorating Self and System in Times of Renewal

April 23-26, 2022

CALL FOR PROPOSAL FOR EDUCATIONAL ACTIVITIES

DEADLINE FOR SUBMISSION: Monday, October 11th, 2021

Pre-conference events are conference-associated events where participants are charged a separate registration fee by the organizer. Pre-conference events will take place on **Friday, April 22nd and Saturday, April 23rd, 2022**, and can either be half-day or full-day sessions. Submissions can be on any topic relevant to scholarship in medical education. Events may be in the form of courses, symposia or workshops and have one or more facilitators. Pre-conference event approval will be based on selection by the CCME Abstract Selection Committee. Please clearly indicate if you are submitting on behalf of one of the CCME partners (AFMC, CAME, CFPC, MCC or RCPSC).

Once approved, an event will be processed by the Conference Secretariat. **This will involve a processing fee** which includes an administrative fee of \$500-\$1000 and an additional fee for any audio-visual equipment and or Food and Beverage that is ordered.

Each event will be included in the conference registration process and be identified in the CCME Program.

We look forward to working with you to provide our delegates with the best possible CCME experience. Please do not hesitate to contact us should you have any questions or concerns.

Marguerite Roy

Chair Selection Committee
2022 Canadian Conference on Medical Education

Important technical notice: The online abstract submission page will time out after 60 minutes of inactivity. To avoid losing information, we suggest you finalize your abstract in Word (or similar program) and then copy and paste into the abstract form. This is an opportunity for you to communicate your work to others involved in medical education. Please give your abstract serious consideration and be as clear and precise as possible. Please also structure your abstract with subheadings to clearly display the required sections (see submission formatting below for workshops, oral and poster presentations).

SUBMISSION GUIDELINES

Submissions should be made in the language of presentation (English or French).

Pre-Conference Events will be held on **Friday, April 22nd and Saturday, April 23rd, 2022**.

- Half-day pre-conference events are 3 hours and 45 minutes in duration and will be held before or after lunch.
- Full-day pre-conference events are between 7 and 8 hours in duration.

Kindly ensure that about two-thirds of your workshop time is devoted to active participation.

NOTICE: Workshop and Oral Presentation abstracts will be published as an on-line supplement to the CMEJ.

Please note that your participation as a pre-conference workshop presenter is separate from regular conference education sessions. You are allowed to present in both. Nonetheless, please note that although you can be associated in an author capacity on multiple abstracts for regular conference education sessions, you may only present one (1) workshop, oral or poster.

Submission Formatting

Author(s) Information

1. **Contact person's** given name, surname and affiliation and email address.

Note: This person will receive all information concerning this abstract until the review process is complete. Upon acceptance, the individual(s) listed as presenter(s), will be included in correspondence relating to the abstract. If no presenter has been identified, the contact person will be the sole recipient of any correspondence and will be expected to forward any relevant information until a presenter is identified.

2. **Lead author's** information including - given name, surname and affiliation.

3. **Co-author's** information including - given names, surnames and affiliations

4. The **Presenter** will also need to be identified. (Presenter is defined as someone that will be onsite to present the abstract during the conference.) **Note:** Poster and oral presentations may only have one presenter. Workshops may have several. The assigned presenter can be replaced at any time. However, updates for the final program must be submitted by February 14, 2022.

Educational Theme: You will have the option of choosing more than one.

- Admissions
- Student Affairs
- Undergraduate
- Postgraduate
- Continuing Medical Education
- Faculty Development
- Distributed Medical Education
- Social Accountability
- Professionalism
- Physician and Medical Student Health and Well-being,
- Inter-professional Education
- Patient Safety
- Assessment
- Leadership

1. Title of Workshop

2. An abstract of a maximum of 250 words.

3. **Structure abstracts using the following subheadings:**

- **Rationale/Background:** Describe the rationale for the workshop, drawing upon theory and/or evidence as applicable.

- **Instructional Methods:** Briefly describe the instructional methods to be used during the workshop. (Kindly ensure that about 2/3 of your workshop will involve active participation.)
 - **Target audience**
 - **Learning Objectives**
4. Optional: You may include up to 3 references.
Note: Abstracts exceeding the maximum length 250 words will not be considered.

FAQs

Presenter registrations

We anticipate sending notification of acceptance or rejection of abstracts by mid-November. Once an abstract is accepted, **the presenting author(s) must register for 2022 CCME and pay the registration fee** (no exceptions). We anticipate that both registration and a preliminary program will be available online by December 2021.

Evaluation

Workshops are evaluated individually. It is your responsibility to prepare, distribute and collect evaluation forms for your session.

Fees and Post-conference billing

All costs will be deducted from the revenue generated from your workshop registration fees which are being collected by D.E. Systems.

The cost of holding a pre-conference event will be approximately \$800 which includes an administrative fee of \$500 and basic audio-visual equipment which will cost approximately \$300 (projector, screen, and a flip chart).

Participant Registration Fees

It is at your discretion to choose the fee to attend your workshop. Please note when setting your registration fee that it should cover the basic audiovisual, the administrative fee of \$500, and any food and beverage you may want to offer your participants

Contacting participants

A list of participants will be provided closer to the conference date. You may contact participants before your workshop to provide them with prerequisite readings or additional information. We ask that you keep personal information confidential. Soliciting registrants for promotional or commercial purposes is strictly prohibited.

*Once you submit your abstract online, you may edit it until the deadline for submission of
Monday, October 11th, 2021*